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Approved For Release 2001/08/16 : CIA-RDP84-008R000200020008-5

21 MAR 1979

MEMORANDUM FOR: Director of Personnel

VIA : Deputy Director of Personnel for
Special Programs

25X1A

: Deputy Director of Personnel

FROM : [REDACTED]
Chief, Retirement Affairs Division

SUBJECT : Report on MBO Objective Number 10-79 (U)

1. The following is a report on the status of MBO objective Number 10-79. The purpose of this objective was to validate the need for monthly retirement reports by determining the scope of the information utilized by Agency components and the frequency of need.

a. Memoranda were sent to all members of the CIA Retirement Board asking for suggestions regarding possible changes and/or additions in either the content or format of the report. Since no responses were received it is assumed that the report, in its current format, meets the approval of the members of the Board.

b. Memoranda were also sent to all other "user" offices asking for comments on how they use the report and if they had a continuing "need" for it. The memorandum also invited suggestions regarding the addition of other information and/or suggested format changes. With two exceptions, all of the offices currently receiving the report submitted responses indicating that they used the report to assist them in their duties and each indicated a strong desire to continue to receive the report. The two exceptions did not indicate sufficient use of the report to justify continued receipt of it. There was one suggestion for an addition to the report; however, after discussion regarding the additional time required to provide this information the requesting office stated that their gain would not justify the time required for research and typing the additional information (U).

018587
DERIVATIVE CL BY [REDACTED]
□ DECL BY [REDACTED] 21 MARCH 1979
DERIVED FROM A-1c 5.2

This memorandum may be down-
graded to unclassified when
separated from attachment.

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2. It is recommended that the report, copy attached, continue in its current format and with its current content. It is also recommended that the distribution shown on the attached sheet be approved. (U) 25X1A

25X1A



The recommendations contained in paragraph 2 are approved:

3/28/79
Date

DERIVATIVE CL BY 010587
RECL BY 21 MARCH 1999
DERIVED FROM Ag 5.2

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STATINTL

OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	FY RESOURCE ESTIMATE												PERIOD	STATUS	
			FY		MYR		DOLLARS		OCT - DEC		JAN - MAR		APR - JUN				JUL - SEP
OBJECTIVE 8-79	OP/IB	[REDACTED]	79	.25	6,500												
ORGANIZATIONAL REVIEW OF INSURANCE BRANCH															+ EXCEEDING PLAN		
															= MEETING PLAN		
															< BEHIND PLAN		
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O; ACTUAL X														
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP						
Complete interviews with Branch personnel and review of current organization.																	
Analyze and evaluate information obtained.																	
Update position descriptions.																	
Prepare draft proposal.																	
Submit proposal for BSD and DD/Pers/SP consideration.																	
Prepare request to PNCD for review and action.																	

STATUS REPORT

ORGANIZATION REVIEW OF INSURANCE BRANCH

8-79

1. Activity This Period

Work continues on the preparation of the draft proposal.

2. Problems and Shortfalls

The draft proposal was delayed due to the scheduling of the project officer for the 5-week Mid Career course from 20 January to 26 February.

3. Activity Next Period

The next two milestones -- prepare draft proposal and submit proposal for BSD and DD/Pers/SP consideration -- should be completed as specified.

4. Long-Term Outlook

The objective is expected to be completed as revised.

STATINTL

OBJECTIVE AND ACTION PLAN

OBJECTIVE NO. 9-79	OFFICE OP/SAAC	RESPONSIBLE OFFICER [REDACTED]	FY 79	FY RESOURCE ESTIMATE		PERIOD OCT - DEC						
				MYR 0.00	DOLLARS \$900.00	JAN - MAR						
						APR - JUN						
						JUL - SEP						
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O: ACTUAL X									
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Prepare statistics by Directorates and fiscal years for the past four years.					0	0						
2. Prepare charts displaying results.					0	0						
3. Meet with Visual Aids to discuss project. Turn over material.						0						
4. Review presentation for appropriate format and accuracy and make any needed corrections.							0	0				
5. Review final project.								0				
6. Post display.									0			

January - March 1979

STATUS REPORT

Special Achievement and Exceptional Accomplishment
Information Program
9-79

1. Activity This Period

The first three milestones were completed during February 1979. The presentation review phase of the fourth milestone was undertaken during March 1979.

2. Problems and Shortfalls

During the process of attempting to complete all aspects of the fourth milestone during March, some corrections were discovered to be desirable. Due to an unusually heavy volume of award case actions in late March, total completion of the fourth milestone was delayed.

3. Activity Next Period

The fourth and fifth milestones will be completed during April 1979.

4. Long-Term Outlook

We expect to complete the objective on schedule.

OBJECTIVE AND ACTION PLAN

STATINTL

OBJECTIVE NO.	13-79	OFFICE OP/PAB	SUPERVISOR/DELEGATE [REDACTED]	FY 79	FY RESOURCE ESTIMATE MYR: .10 DOLLARS \$1,000.00	PERIOD STATUS OCT - DEC X JAN - MAR APR - JUN JUL - SEP
By the end of FY 1979, increase the monthly number of blood donors by 10%.						
ACTION PLAN (Milestones) <ol style="list-style-type: none"> 1. Obtain from Red Cross best way to increase the number of blood donors. 2. Present ideas for posters and displays to Graphic Arts for development. 3. Solicit direct support of the progress through the public affairs office. 4. Develop new forms of recognition for employee participation. 5. Use new posters and displays. 6. Assess results to determine if additional measures are necessary. 				COMPLETION MONTH: OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP		
				OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP 0- - - -> 0		

NARRATIVE REPORT

January-March 1979

OP-13-79

1. Activity this Period

During this period, a Blood Donor Day Health Fair was held on March 5-6. Representatives from Personal Affairs Branch were available to answer employee questions and to distribute printed material made available by the American Red Cross. Digital message machines were used to announce the monthly Bloodmobile visits, new posters and displays advertising the Blood Donor Program were received and distributed.

2. Problems and Shortfalls

The February Blood Donor Day was hampered by less than a full Red Cross Crew being present and caused some drop in the number of donations. This required meetings with Red Cross Officials to prevent this happening in the future. As a result, work on the recognition program was deferred. Proposed new forms of recognition are being drafted and will be ready for submission in April. Completion of Milestone 4 has therefore been rescheduled.

3. Activity Next Period

Work will continue on new forms of recognition and they will be submitted for approval and implementation.

4. Long Term Outlook

The objective is expected to be completed as revised.